

Subject: Week 101 Learnings - About Meetings !!
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Dear All

There was a recent BBC study on meetings. This is what I learnt from the report:

1. There are 100 million meetings that take place every day across the world. Only 50 % of them are rated as effective. So this means that 50 % of the meetings are not meeting the objectives.
2. Of the meetings that didn't meet objectives, the top reasons were not compelling and not relevant.
3. In ineffective meetings, the leader tends to be passive, he /she is not in charge, and his/her mind is elsewhere.
4. There is a perception at the workplace that attending meetings is a route to getting future promotions.
5. Many people tend to multitask in meetings, they tend to multitask without contributing to the meeting.
6. Many meetings tend t have broad brushstrokes without getting into specifics. Staying at the high level is easy and invariably is a waste of a meeting.
7. Meetings suffer from a wrong ratio of attention to distraction. Keeping people away from distraction is a challenge for every leader running a meeting.
8. There are four types of people in a meeting .. The Pilgrim. He is a person who just passes through a meeting like a pilgrim. Second is the nitpicker.. someone who only finds some irrelevant point and keeps at it, the nitpicker never looks at the big picture. Third is the Multitasker.. he wakes up once in a while and rarely contributes significantly to any meeting. Fourth is the Staller, when a topic is about to close, he steps in with a stalling tactic and this wastes a lot of time.
9. So what have companies done ? They have designated meeting free days, they have specified end time for every meeting, stand up meetings etc.
10. So, can we imagine a meeting free world? The answer is NO.
11. A world without meetings l a complicated world.
12. Meetings bring organizational democracy and distributed understanding of decisions. There is no substitute to this.
13. Meetings honor the voice of the person who cares about the company well- being.
14. The onus for a good meeting is on each participant. Very few people come prepared for a meeting, so please come fully prepared.
15. A person in charge of running a meeting must ensure that the basics are in place, food, beverages, breaks at the right time , spacing the agenda etc. many people pack too much inti a meeting and are focused on completing every item even when there is no time.

The idea is not to eliminate meetings but to ELEVATE them.

All the best, feedback welcome

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